

NOAA	EMS ENVIRONMENTAL MANAGEMENT SYSTEM STANDARD	Date issues & revised: 10/19/05; R02/25/08; R10/31/08 Version: 1
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EMS 001 POLICY AND LEADERSHIP

This standard addresses International Standard Organization (ISO) 14001 Sections 4.1 General Requirements and 4.2 Policy

1. PURPOSE

To define the NOAA facility environmental leadership position in environmental matters and a commitment to environmental performance and stewardship. Ensure facility environmental commitments and policy statements are accessible, understood and define leadership responsibilities.

2. SCOPE

This procedure applies to NOAA line functions that have implemented an Environmental Management System (EMS).

3. NOAA LEVEL METHODOLOGY

1. NOAA's commitment to environmental responsibility are developed in conformance with applicable local, federal and state legal requirements and Executive Orders that direct Federal Agencies and facilities to become leaders in environmental protection and stewardship. NOAA Policies, requirements and standards reflect these overarching commitments.
2. Leadership for the EMS should rest with the highest official at a NOAA location.
3. Each facility Environmental Policy and leadership roles and responsibilities must be fully developed, communicated and maintained. The Environmental Stewardship Program provides for external communications of facility policy and leadership.
4. Visit <http://www.SECO.NOAA.GOV> for full coverage of NOAA Environmental topics.

4. FACILITY EMS REQUIREMENTS AND RESPONSIBILITIES

NOAA facilities should take the following steps to implement and maintain an EMS that conforms to NOAA's EMS requirements and Executive Orders.

1. Identify **Top Management** at the facility (or organization) and brief them on the requirements and goals of the facility's EMS. Where possible seek formal confirmation (signatures, memos and other documentation) of their commitment to the establishment of the system.
2. Top Management shall appoint a **Management Representative (i.e.: EMS Coordinator)** responsible for establishing, implementing and maintaining the EMS (see EMS 002 roles & responsibilities for more information).
3. Top Management shall sign a **Commitment Memo**, formal confirmation of their commitment to establish the EMS.
4. Top management shall establish an **EMS Team** in coordination with the appointed management representative. The EMS team implements the EMS and is responsible for its maintenance.

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5. Management shall ensure that appropriate resources are available to establish, implement, maintain and improve the EMS. Resources should include but are not limited to people, funding and technological requirements.
6. Top Management, in coordination with the EMS team, should define and document the **Scope** of the EMS.
7. The EMS Team should develop a facility **Environmental Policy** to be signed by Top Management. This policy should be aligned with NOAA's Environmental Policy and support NOAA's Strategic Plan as well as conforming to the requirements of ISO 14001.
8. The facility **Environmental Policy** should be made available to facility staff and the general public.